



Subdivision Permit Checklist

LA PAZ COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT
1112 Joshua Avenue – Suite 202, Parker, AZ 85344
(928) 669-6138 – FAX (928) 669-5503 – (888) 526-8685

The following items are required for a permit for a subdivision development. This permit is applicable for subdivisions, RV Parks, and any development meeting the definition of subdivision per the La Paz County Zoning Regulations. Cooperatives where land is undivided shall be considered a subdivision, and land divided into 6 or more lots to be sold shall be considered a subdivision unless greater than 36 acres each. This checklist serves as a guide for submittals. However, your development may require additional steps, processes, or submittals. These additional requirements, if any, will be determined at the Development Review Team meeting (see below). Note that it may be possible to combine plans and reports, as long as all required information is clearly provided.

- Pre-Application form
- Development Review Team Meeting – call Community Development at 928-669-6138 to schedule a meeting. The purpose of this meeting is to cover required submittal items, steps, and processes. This meeting may be attended in person or over the phone. Numerous representatives from the County, utility companies, and others will attend this meeting – please do not assume a meeting or call with the department functions as this meeting. This meeting is not mandatory; however, delay in substantive completeness and therefore overall permit time frame may result from not having a DRT meeting.
- Application Form (see “Application for a Subdivision Permit”)
- Tentative Map (or Tentative Plat Approval if previously issued) (see “Subdivision Tentative and Final Map Checklist”) Note that the Tentative Map must be approved by the Board prior to the final map.
- ADEQ Submittal documentation for water and wastewater. Note that La Paz County cannot approve water or wastewater for subdivisions in La Paz County.
- Drainage Report (see “Drainage Report Checklist”)
- Traffic Report for 50 or more dwelling units, see subdivision regulations for definition of a dwelling unit. (see “Traffic Impact Report Checklist”)
- Final Map (or Final Plat Approval if previously issued) (see “Subdivision Tentative and Final Map Checklist”) Note that the Final Map must be approved by the Board before approval to construct will be issued.
- ADEQ approval of water and wastewater systems required before permit to construct
- USACE401-404 permit or statement that a nationwide permit will be used or no permit is needed with reasoning
- Final Survey Plan or Plat recorded (if individual lots) (see “Survey Plan Checklist”)



Subdivision Permit Checklist

LA PAZ COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT
1112 Joshua Avenue – Suite 202, Parker, AZ 85344
(928) 669-6138 – FAX (928) 669-5503 – (888) 526-8685

- Grading and Drainage Plan (see “Grading and Drainage Plan Checklist”)
- Utility Plans (see “Utility Plan Checklist”)
- Wall/Fence plan (see “Wall/Fence Plan Checklist”)
- Sitework plan (see “Sitework Plan Checklist”)
- Soils Report – content of soils reports may vary based on proposed improvements. Generally, one soils report is generated for a development that may include information for buildings, erosion, structures, etc.
- Building Plans (if applicable, otherwise each individual lot/building will require a separate building permit) (see “Building Plans Checklist”)
- Approval and/or permits from other agencies, such as ADEQ, USACE, etc.
- Cost estimate for bonding and bond for cost of public improvements – County Engineer will review and approve cost estimate before obtaining the bond.